



# Ventura Missionary School

## Confidential Application Volunteer Driver Application Form

Throughout the year there may be opportunities for you to drive school children on field trips or athletic events. In order to ensure the safety of our students we must make sure that all of our drivers are licensed, insured, and do not have convictions for certain criminal offenses. I'm sure you will understand and appreciate our need to obtain this information. Please complete the following form in its entirety.

### Personal Information

Print Full Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

Current Address

\_\_\_\_\_

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Work Phone

\_\_\_\_\_

Email

\_\_\_\_\_

Do you have a valid Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_ License # \_\_\_\_\_

Have you ever been convicted of any crime, use or sale of drugs or drug paraphernalia, or child abuse, or a crime involving actual or attempted abuse of a minor or vulnerable adult? Yes  No

Do you have any criminal cases pending? Yes  No

Have you been the subject of civil litigation? Yes  No  .If yes, please explain. Attach a separate page if necessary.

Have you ever been convicted of a traffic offense? Yes  No  .If yes, please explain. Attach a separate page if necessary.

Have you been in a traffic accident within the last 3 years? Yes  No  .If yes, please explain. Attach a separate page if necessary.

Have you ever been convicted of driving under the influence, or had your license revoked? Yes  No  .If yes, please explain and include dates. Attach a separate page if necessary.

## Requirements for Volunteer Drivers

I possess a valid driver's license. Please attach a photocopy of your current driver's license and your insurance policy declaration page showing vehicles and drivers covered as well as coverage limits and expiration dates.

I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting students or faculty on a field trip that might affect my ability to meet the qualification for a volunteer driver.

Students riding in my vehicle(s) will be seated and secured with individual working seatbelts (no double-belting is permitted). As a required state law, I will have a child restraint seat for each child under age 8.

To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).

I will read and follow the Driver and Chaperone Instruction sheet for the field trip.

I will notify school personnel if I no longer wish to drive, if the vehicles listed on declaration page change, if my insurance coverage changes, or if I wish to be removed from the "Approved Driver List."

**I will maintain the minimum coverage required by the school for volunteer drivers which is (1) \$100,000 liability per person for bodily injury, (2) \$150,000 liability per incident for bodily injury for all vehicle occupants, and (3) \$50,000 - \$100,000 liability for property damage for the vehicle(s) listed on this declaration.**

The information contained in this screening application is correct to the best of my knowledge. In consideration of the receipt and application by Ventura Missionary School, I release any individual, school, church, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages for release of requested information.

If my application is accepted, I agree to abide by all policies of Ventura Missionary School, both written and verbal.

I further state that I have carefully read the foregoing release and know the contents of it. I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Ventura Missionary School

## Field Trip Drive / Volunteer Protocol

Teacher in charge: _____
Field Trip date: _____
Field Trip location: _____

Drivers / Volunteers / Faculty and Staff:

Thank you for your willingness to drive our students on their field trip. Please review the following field trip protocols and provide your signature at the bottom. This original signed agreement will be kept in the office, and you will receive a copy.

1. It is against the law to speak or text on your cell phone while you are driving unless it is on a hands-free device.
2. Do not speed with students in your vehicle. You must obey all traffic laws.
3. It is against the law to throw anything from a moving vehicle.
4. All passengers in the vehicle must wear their seat belts properly.
5. Let the students in your vehicle know rules for eating and volume control. Never communicate with another vehicle by yelling, by hand motions or gestures, or by written signs.
6. While in the vehicle, make sure the music is appropriate. If students are on their own devices, appropriate content is expected.
7. No DVDs or movies are allowed in the vehicle while transporting students on a field trip.
8. While on the field trip, you are a chaperone, not merely another participant. Please model appropriate field trip behavior for our students and assist the teacher in enforcing these behavior expectations:
  - Be attentive to the docents. Help gather around in a group, give the docent eye contact, listen to the docents, and never talk on your cell phone or speak to another person while the docent is speaking.
  - Raise hands to ask questions.
  - Show your appreciation at the end of your tour by applauding as directed by the teacher.
9. No siblings are allowed to join or travel on the field trip unless the sibling(s) (example twins) are in the same grade. Only VMS grade-level children are allowed to attend the field trip.
10. Do not make unscheduled stops on the way back to school or on the way to the field trip location. If something happens during the unscheduled stop, you are liable.
11. Chaperones may not use illegal drugs, prescription drugs, or alcohol which could impair judgement and driving ability.
12. All drivers and insurance must be pre-approved through Mrs. Steward in the school office.
13. As a driver and/or chaperone, one must dress appropriately to attend the field trip and represent Ventura Missionary School.

**I have read the above Field Trip Protocol. I agree to abide by the directives and rules.**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

**Print name:** \_\_\_\_\_